



**SUPERIOR COURT OF THE DISTRICT OF COLUMBIA  
FAMILY COURT SOCIAL SERVICES DIVISION (CSSD)  
510 4<sup>TH</sup> STREET NW  
Washington, D.C. 20001-2131**

**Appendix B – Emergency Hearing Memorandum Template**

**MEMORANDUM:**

**TO:** The Honorable \_\_\_\_\_  
Associate/Magistrate Judge  
Family Court

**FROM:** \_\_\_\_\_, Probation Officer  
\_\_\_\_\_ Unit  
(202) : Office Phone  
(202) : Cell Phone

**DATE:**

**SUBJECT:** ☐ Emergency Hearing request  
☐ Rearrest (out of state)  
☐ Rearrest (adult matter)  
☐ Probation Revocation/CD Reinstatement

**RE:**  
**SF#:**  
**Docket(s):**  
**DOB:**  
**Hearing Date:**

Since the last hearing before Your Honor on \_\_\_\_\_,

**RECOMMENDATIONS:**

It is respectfully requested \_\_\_\_\_

**\*\*This writer is unavailable for hearings on \_\_\_\_\_ due to curfew tour of duty. \*\***

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Kathy Holiday-Crawford, SPO Phone # 202-508-1966  
Interstate Compact Unit 510 4<sup>th</sup> NW Washington, DC 20001 Fax# 202-508-1623  
Jacqueline Wright, Region I Program Manager, 202-508-1819 Cell 202-498-6217*

**Approved by:**

\_\_\_\_\_  
\_\_\_\_\_, SPO; \_\_\_\_\_ Unit/Phone #s